

# ADVOCATING WITH YOUR ELECTED OFFICIALS



Sending a Letter or Email

## IDENTIFY YOUR ELECTED OFFICIAL

You have a member of the State Assembly and State Senate that represent you.

1. Find their names on the following website.

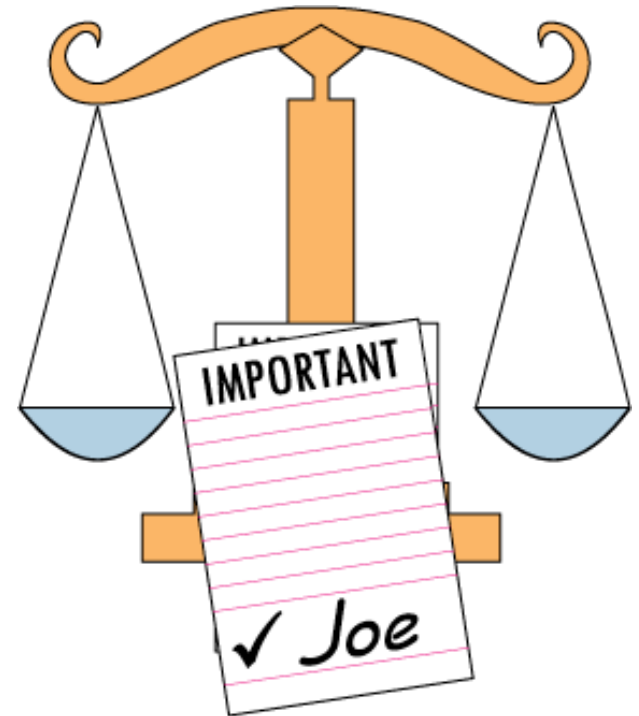


<http://192.234.213.69\smapsearch/framepage.asp>  
(type your address and zip code)

2. Locate their names on the **Advocating With Your Elected Officials** website “CA Legislators” section.

# GETTING READY

1. Know your issue, read about the issue.
2. Think about what you want to write about.
3. If proposed legislation, know bill number and author (example: AB100, Jones — by Assemblymember Maria Jones).



# GETTING READY

1. Complete your worksheet before writing your email or letter.
2. Write a draft email or letter.
3. Keep letters and emails brief.

Tear Off Work Sheet

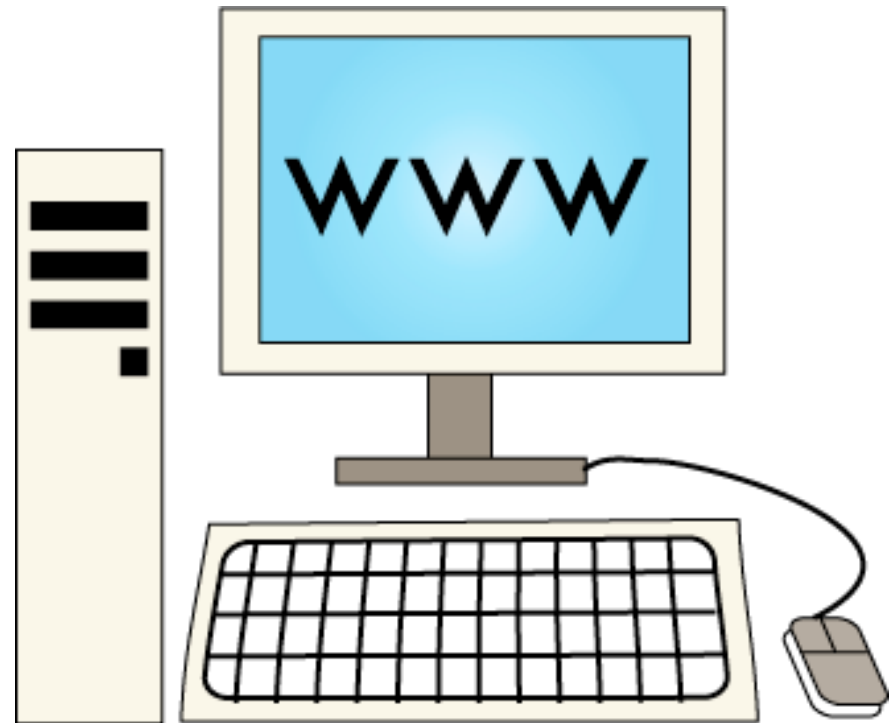
(1) **Your Elected Officials**  
Name \_\_\_\_\_  
Contact Info \_\_\_\_\_  
Staff member \_\_\_\_\_  
Contact info \_\_\_\_\_

(2) **Your Issues**  
What do you support/oppose?  
\_\_\_\_\_  
\_\_\_\_\_  
Bill number and author  
\_\_\_\_\_

(3) **Why do you support/oppose (be brief and focused)**  
Impact (personal story, work experience, or official position)  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
Recommendations/suggestions  
\_\_\_\_\_  
Answers to questions you might be asked  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SENDING AN EMAIL

1. Identify yourself.
2. State your position (what you think).
3. Share your experience (how you and others will be affected).
4. Include the proposed bill and author.
5. Provide contact information.



## EMAIL EXAMPLE

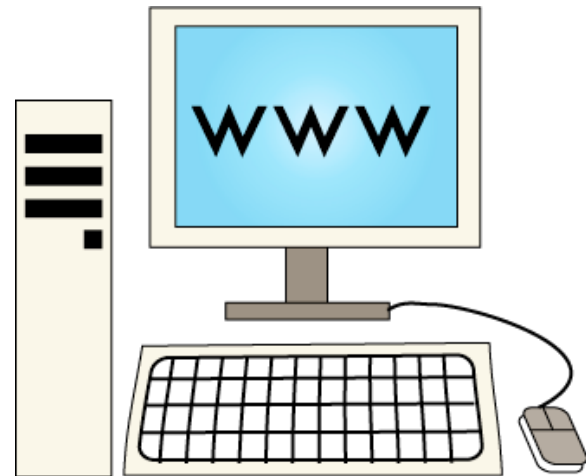
Dear Assemblymember Garcia:

I want to share my opposition to AB100 by Assemblymember Jones. This bill would result in a loss of services that are very important to my son living independently in the community. Please vote no on AB100.

Thank you for your consideration.

Your Name

Contact information



# LETTER EXAMPLE

Dear Assemblymember Garcia:

As parents of an individual with disabilities, my husband and I want to share our concern about AB100 by Assemblymember Jones.

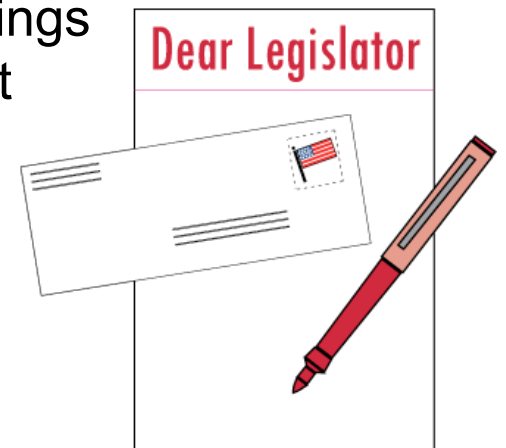
AB100 will be heard at the Assembly Appropriations Committee on May 10. If passed, it would reduce funding for a program that is very important to our son living as independently as possible in the community.

We urge you to vote no on AB100, and suggest budget savings can be made in other ways: cutting administrative costs, not reducing direct services to people.

Thank you for your consideration. Please contact me if you have any questions.

Name

Contact information



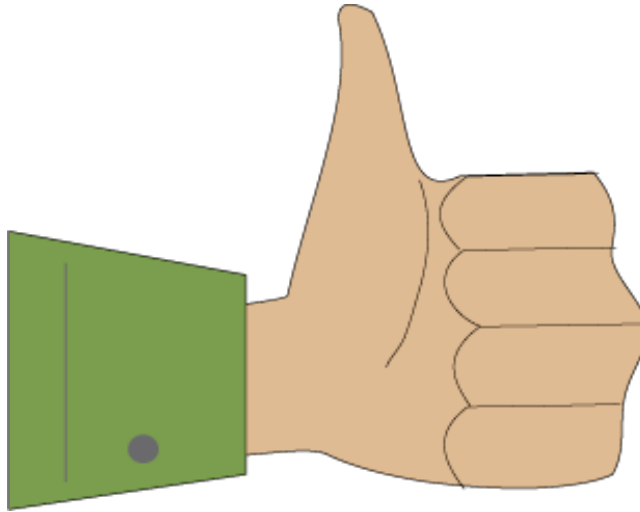
## AFTER YOUR EMAIL OR LETTER

1. Keep a copy of the email or letter you send.
2. Stay informed about the issue and how your legislator votes.
3. Send a thank-you note.
4. Build a relationship – Keep in regular contact.





## TIPS



- ✓ Be focused and to the point.
- ✓ Be professional and polite.
- ✓ Get support to make the call, if you need it.